

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

DEPT OF VETERANS AFFAIRS  
PO BOX 942895 ROOM 403  
SACRAMENTO, CA 94295-0001



Employee Name	<u>BRAUTIGAN, ROGER</u>
Expense Dates	<u>01/10/10-02/03/10</u>
Total Expense Amount	<u>1028.39</u>
Amount Due Employee	<u>577.99</u>
Form ID	<u>TEA000577510</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	01/19	Lodging	148.50	
2)	01/20	Lodging	148.50	
3)	02/03	Dinner, Business	24.99	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
2)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved  
by:

\_\_\_\_\_  
ROCKY J CHAVEZ

# **Travel & Expense Account Summary**

Employee Name                      ROGER BRAUTIGAN  
Expense Dates                      01/10/10-02/03/10  
Report Name                        January Travel

Request Total    \$    1028.39  
Direct Charge Total    -    450.40  
Travel Advances    -    0.00  
Net Due Employee    =    **577.99**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CVSO	56.99
Regular Travel	LA Meetings	915.40
Regular Travel	Veteran Program	12.00
Regular Travel	Budget	44.00

NOTE: (d)=Direct Charge

DATE	Sun Jan 10									TOTAL
Mileage Personal Auto	44.00									44.00
<b>TOTALS \$</b>	<b>44.00</b>									<b>44.00</b>

DATE	Fri Jan 15									TOTAL
Mileage Personal Auto	12.00									12.00
<b>TOTALS \$</b>	<b>12.00</b>									<b>12.00</b>

**Travel & Expense Account  
Summary**

DATE	Tue Jan 19	Wed Jan 20	Thu Jan 21	Thu Jan 21	Fri Jan 22					TOTAL
Mileage, Personal Auto	6.00				27.00					33.00
Commercial Air Fare (d)	309.20									309.20
Lodging	148.50	148.50								297.00
Dinner	18.00	18.00	18.00							54.00
Parking, Auto		9.00	9.00	4.00	9.00					31.00
Lunch		10.00	10.00							20.00
Breakfast		6.00	6.00		6.00					18.00
Incidentals		6.00	6.00							12.00
Auto Rental (d)			93.21		47.99					141.20
<b>TOTALS \$</b>	<b>481.70</b>	<b>197.50</b>	<b>142.21</b>	<b>4.00</b>	<b>89.99</b>					<b>915.40</b>

DATE	Wed Feb 3									TOTAL
Mileage, Personal Auto	22.00									22.00
Parking, Auto	10.00									10.00
Dinner, Business	24.99									24.99
<b>TOTALS \$</b>	<b>56.99</b>									<b>56.99</b>

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Budget	01/10/10	Mileage, Personal Auto	44.00	Cash
Regular Travel	Veteran	01/15/10	Mileage, Personal Auto	12.00	Cash
Regular Travel	LA Meetings	01/19/10	Mileage, Personal Auto	6.00	Cash
Regular Travel	LA Meetings	01/19/10	Commercial Air Fare	309.20	Direct Charge
Regular Travel	LA Meetings	01/19/10	Lodging	148.50	Cash
Regular Travel	LA Meetings	01/19/10	Dinner	18.00	Cash
Regular Travel	LA Meetings	01/20/10	Parking, Auto	9.00	Cash
Regular Travel	LA Meetings	01/20/10	Lodging	148.50	Cash
Regular Travel	LA Meetings	01/20/10	Dinner	18.00	Cash
Regular Travel	LA Meetings	01/20/10	Lunch	10.00	Cash
Regular Travel	LA Meetings	01/20/10	Breakfast	6.00	Cash
Regular Travel	LA Meetings	01/20/10	Incidentals	6.00	Cash
Regular Travel	LA Meetings	01/21/10	Auto Rental	93.21	Direct Charge
Regular Travel	LA Meetings	01/21/10	Parking, Auto	9.00	Cash
Regular Travel	LA Meetings	01/21/10	Parking, Auto	4.00	Cash
Regular Travel	LA Meetings	01/21/10	Dinner	18.00	Cash
Regular Travel	LA Meetings	01/21/10	Lunch	10.00	Cash
Regular Travel	LA Meetings	01/21/10	Breakfast	6.00	Cash
Regular Travel	LA Meetings	01/21/10	Incidentals	6.00	Cash
Regular Travel	LA Meetings	01/22/10	Mileage, Personal Auto	27.00	Cash
Regular Travel	LA Meetings	01/22/10	Auto Rental	47.99	Direct Charge
Regular Travel	LA Meetings	01/22/10	Parking, Auto	9.00	Cash
Regular Travel	LA Meetings	01/22/10	Breakfast	6.00	Cash
Regular Travel	CVSO	02/03/10	Mileage, Personal Auto	22.00	Cash
Regular Travel	CVSO	02/03/10	Parking, Auto	10.00	Cash
Regular Travel	CVSO	02/03/10	Dinner, Business	24.99	Cash

**Travel & Expense Account  
Summary & Detail**

**Comments**

Subject	Comment
Dinner, Business on 02/03/10 for 24.99	Secretary was a requested guest and gave his annual Secretary's award to one of the CVSO's.